



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 11/3/75	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE Date Received NOV - 4 1975 Application No 75-254 Date Completed NOV 26 1975
2. Agency Application No. DHR-13	3. Agency, Division, Subdivision & Administering Office Address Department of Human Resources Agency-Wide 47 Trinity Avenue Atlanta, Georgia 30334	4. Person in Contact William J. McDonald
		5. Working Title DHR RMO
		6. Tel. No. 656-4976

7. ACTION REQUESTED

<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.	<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.
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8. Earliest & Latest Dates of Series 1970 - Present	9. Exact Series Title Emergency Planning Test and Exercise Report Files
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10. What is the function of the office in which this record series is created?
Agency-Wide Application

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to maintaining various reports of tests and exercises performed to evaluate Emergency Plans developed for emergency situations at DHR Institutions.

Included but not limited to are, announcements concerning tests to be conducted, instructions to participating personnel, staffing assignments, estimates of available resources, critique sheets, related reports and correspondence and similar documents.

Files are arranged chronologically by date thereunder alphabetically by subject.

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				NA	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				NA	
Estimated Agency-Wide	1	1.5		This Year's	Last Year's
			AVERAGE DAILY REFERENCE	Preceding Year's	All Prior Years
				1	1
				1	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- 13. Is this the Record Copy of the series? YES [x] NO []
- 14. Is there a duplication of this series in another office or agency? [] [x]
- 15. Is the information contained in this series ever summarized or published? [] [x]
Attach copy of summary or publication.
- 16. Does the series contain classified information requiring security handling? [] [x]
- 17. Does the series initiate, amend or terminate agency policies and procedures? [] [x]
- 18. Could the function be performed if the files were lost or destroyed? [x] []
- 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [x]
- 20. Does the record series provide data as input to an EDP file? [] [x]
- 21. Does the record series contain documentation produced as EDP printout? [] [x]
- 22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [x]
- 23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [x]

24. REQUIREMENTS. The following requires the files to be kept 3 years:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [x] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Test and exercise reports need to be maintained through current accreditation period if applicable. Most accreditation periods are for one, two or three years. (See attached Sheet)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [x] CALENDAR YEAR - [] FISCAL YEAR - [] OTHER _____, then:

[x] Hold in the current files area _____ month(s)/ 3 year(s):
[] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
[x] Destroy.
[] Transfer to State Archives for permanent retention.
[] Destroy immediately after cut-off.
[] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
William J. McInerney DHR RM		11-4-75			
26. Recommendations in paragraph 25 are:	Agency Head/Designee	[x] Approved [] Disapproved	Charles G. Braden		11/20/75
	State Auditor/Designee	[x] Approved [] Disapproved	William M. Dejeu		11-24-75
	Secretary of State/Designee	[x] Approved [] Disapproved	Carroll Hobbs		11-24-75
	Attorney General/Designee	[x] Approved [] Disapproved	Robert H. Howell		11-25-75

STATE RECORDS COMMITTEE

Department of Human Resources
Agency-Wide
47 Trinity Avenue
Atlanta, Georgia 30334

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Emergency Services and Disaster Planning requirements issued by the "Joint Commission on Accreditation of Hospitals" (Non-governmental)

Standard VI

The psychiatric facility shall have written plans for the proper and timely care of casualties arising from both external and internal disasters and shall periodically rehearse these plans.

"The disaster plan shall be rehearsed at least twice a year, preferably as part of a coordinated effort in which other community emergency service agencies participate. The drill shall involve the medical staff as well as administrative, nursing and other facility personnel. Actual movement or evacuation of patients is optional. There should be a written report and evaluation of all drills".